

Centralized Accounting and Payroll/Personnel System

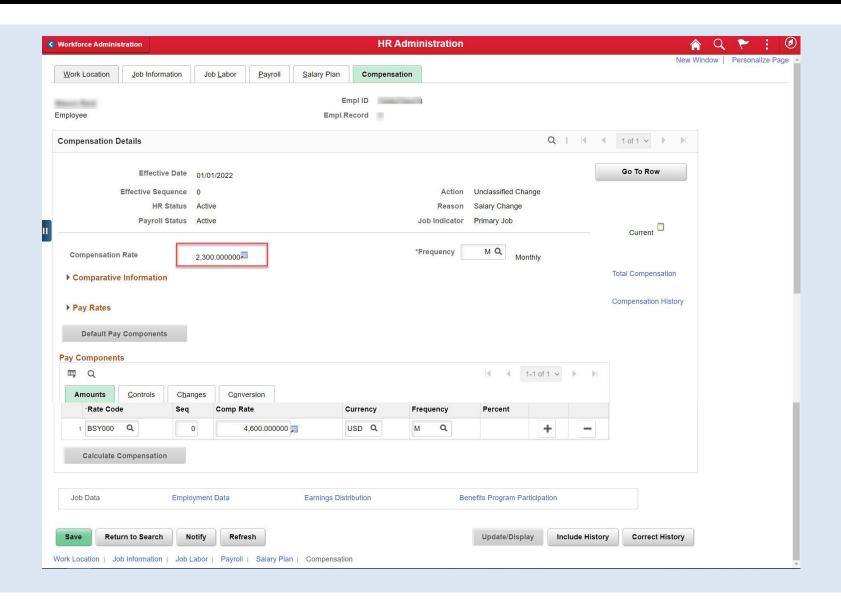
Manager Self Service Salary Actions for Part-Time Employees (SR 26156)

Feb. 24, 2022

Manager Self Service Salary Actions for Part-Time Employees

- Corrections were made to the Manager Self Service (MSS) Request Regular Merit
 process to appropriately post to the Compensation tab of the Job component salary
 changes for part-time employees upon final approval.
- Agency Acceptance testing dates are Feb. 28 March 4, 2022.
- To test, start with the submission of a regular merit on the MSS Request Regular Merit submission page for a part-time employee. Complete all manager approvals and then verify the employee's salary increase has been saved to the Compensation tab of the Job component correctly.
- Migration to Production is scheduled for March 10, 2022.

Manager Self Service Salary Actions for Part-Time Employees Continued...





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Thank You!

Production Support CAPPS HR/Payroll Team

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